



TIGER LEARNING CENTER

Parent Handbook of Operational Guidelines

Although this handbook covers a broad array of our operational policies, it would be remiss to state that all occurrences are covered in these written policy statements. Those unwritten occurrences will be addressed on a case by case basis according to the guidelines of the state licensing agency (DFPS).

Tiger Learning Center

We welcome you to the Tiger Learning Center. We are honored that you have selected us to care for your child. You are always welcome to come and visit the center and your child's classroom at any time.

MISSION STATEMENT

Our mission is:

- To provide quality child care for the children of employees of Rockdale ISD
- To make a positive difference in the child's life
- To provide school readiness: socially and academically

GOAL

The goal of the program is to provide quality developmental care for children of the staff of Rockdale Independent School District.

PHILOSOPHY

The program focuses on providing a safe and nurturing environment that meets the developmental needs of the children enrolled. Each child's individual growth is cherished as the program provides optimum development in all areas of physical, social, emotional and intellectual growth. This program is designed to allow children to learn through play, to explore the environment, to develop problem solving and personal interaction skills, and to be creative through a variety of experiences while feeling secure and supported.

Licensing and Standards

The Tiger Learning Center is licensed by the Texas Department of Family and Protective Services (DFPS) and must abide by the standards and regulations set forth by this agency. A full-text copy of the Child Care Minimum Standard Rules may be obtained on the Internet at:

http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/

All parents have the right to review all current inspections conducted by the DFPS, the Rockdale Fire Department, the Milam County Health Department, and any other inspections as may be required for the operation of a child care center. To review these documents, please contact the center director. From time to time, the child care center is required to post such inspections in an obvious location for parents to review. Should this be the case, the child care director will post the appropriate inspections on the bulletin board inside the Tiger Learning Center.

Research demonstrates that the caregiver-child relationship is the single most important component of a child's experience in care. The supervision of a child by the caregiver is fundamental to the prevention of harm and to safe-guard the well-being of the child. All caregivers receive mandated training to equip them to protect the child as best as possible. As required by law, any suspicion, knowledge of, or evidence of abuse, exploitation, and/or neglect will be reported to the Child Abuse/Neglect Hotline and to the Tiger Learning Center administrators immediately.

Important Contact Numbers

Emergencies – 911

Tiger Learning Center: 512-430-6000

Piedra Flores, Director: 512-430-6000

Pam Kaufmann, Operation Administrator: 512-430-6000

Local Child Care Licensing Office – 979-731-0118

Texas Department of Family and Protective Services (local office) - (512) 388-6215

<http://www.dfps.state.tx.us/>

Child Abuse/Neglect Hotline - (800) 252-5400

<http://www.txabusehotline.org>

Location

The Tiger Learning Center is located on the Rockdale Elementary School campus – 625 W. Belton, Rockdale, Texas 76567

Hours of Operation

The Tiger Learning Center follows the RISD calendar (August through June). Our center operation hours are 7:00am to 5:00pm.

Children should arrive no earlier than 7:00am, nor be picked up no later than 5:00pm, as late charges will accrue.

Child care will be available for staff development days and other workdays in which district employees are required to work. If the school district cancels classes, the child development center will be closed as well. On early release days, the center closes one hour after the last campus closes.

In the event that the Tiger Learning Center experiences an occurrence of power outage, then, according to the guidelines of Texas Department of Family and Protective Services, the Tiger Learning Center will close for that day or for the period of time the center is without power. We will notify you as soon as we are aware of the situation.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, ethnicity, gender, or national origin. All children will be served with reasonable accommodations as requested in writing by the parent or health-care professional on a case by case determination of appropriateness and availability of staff. The center does not have the staff available to provide care for children who require one-on-one attention, or who have needs beyond the physical capabilities of the center. Therefore, children who have uncontrollable behavior will be removed from Tiger Learning Center. This determination will come from the director's classroom observations of the child, along with the teacher's documented reports regarding the behavior. The Tiger Learning Center will give the parents two weeks to find alternate child care from the date of notification.

GANG-FREE ZONE

This statement is to inform parents that under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Emergency Preparedness

An emergency preparedness plan is available for review by parents upon request. The nature of the emergency will determine the evacuation site as laid out in the District Emergency Operation Plan. District reunification procedures will be followed. Changes are updated annually.

Consumer Product Safety Commission Recalls

Recalls of unsafe consumer products, including children's products, are available at the United States Consumer Product Safety Commission website at www.cpsc.gov. Bulletins and notices are issued by CPSC regarding unsafe children's products. The child development staff receives these notices via email and they are reviewed by staff to ensure that a diligent effort has been made to remove any children's products, from the center, that have been deemed as unsafe for children's use.

Outdoor Play-Weather-Temperature Guide

Young children need regular opportunities for outdoor play. The staff schedules outdoor play two times each day for all children who are walking. ***Children must come to school healthy enough to be able to participate in outside play.*** We are unable to provide separate supervision arrangements for children who are unable to go outside for play. Non-walking children will be outside only when the ground is dry and the temperature is above 50 degrees. Walking children will go outside if the temperature is above 45 degrees, but not over **100** degrees Fahrenheit or heat index of 100 degrees. Children may be outside any time it is dry, sunny and windless. In the warmer weather, outside play may be limited to 30 minutes or less and care will be taken to ensure that children are playing in the shade and getting adequate supplies of water. In colder weather, children will receive at least 20 minutes of outside play.

Visitors and Guests

Open communication is an important component of the partnership between the child development center staff and parents. Therefore, the Tiger Learning Center follows an "open door" policy. Parents and grandparents are encouraged to visit.

Daily communication is provided up to the age of 24 months. These forms will help parents and caregivers share day-to-day activities or events affecting individual children. Requests for private conference with caregivers are welcome at any time.

Holidays and Vacations

The Tiger Learning Center is a department of RISD. Therefore we follow the RISD school calendar. We close when the district closes for bad weather, emergency conditions and early releases. Non-Rockdale ISD employees whose children qualify for the program through a relative, please note the Rockdale ISD School holidays in advance, so that other child care arrangements may be made for your child.

Discipline and Positive Guidance Policy

1. Preschoolers are learning to be part of a social group. Juggling his or her own needs with those of the group is sometimes difficult for the young child. For this reason, the center views discipline as a time to help children learn new social skills.
2. Caregivers will use these techniques as discipline and guidance tools: redirection, modeling words and actions, modifying the environment or routine to better meet the children's needs or recovery time. Recovery time is removing the child from the group and placing in another area of the room or with the director until he is ready to return to the activity. At no time will physical punishment, demeaning or embarrassing tactics be used to correct children or modify their behaviors.
3. Parents are only allowed to discipline their own child, on the center's property, within the state licensing guidelines (*see the Minimum Standards for Child Care Centers, S746.2805 (1-9)*).

Accident and Injury Reporting

The Tiger Learning Center staff will inspect the children's indoor and outdoor play areas regularly for unsafe conditions and will report these hazards observed to the director.

All buildings at the Tiger Learning Center have trained staff in Rescue Breath, First Aid and AED.

Although caregivers are trained to be alert, sometimes accidents happen when children play or have a disagreement with a playmate. The Tiger Learning Center does not call for most minor injuries. If that occurs, minor bumps and bruises will be cared for by the caregiver and the parent will receive a copy of the Incident Report. If a serious injury should occur, the parent will immediately be notified and EMS will be called. With all injuries to the head, whether consider minor or not, the parent will be notified immediately.

Parents should always keep the center updated on their **emergency contact information**.

Enrollment Information

The Tiger Learning Center enrolls children six weeks of age through five years old. Enrollment in the child development program is open to all Rockdale ISD employees. Priority will be given to children whose parents are employees. If space is available, then, children of grandparents who are employees may submit an application.

In order to enroll a child, a completed registration form along with registration fees must be submitted to the director.

The Tiger Learning Center enrollment is held every spring. If the child has not been accepted for fall enrollment of the next school year, the parent will be notified via email or letter. When the enrollment is finalized, the caregivers will contact the parents providing information needed for the upcoming school year.

Parents will have access to the Tiger Learning Center Parent Handbook & Operational Policies. Parents may opt to receive a hardcopy, or they may access the handbook online. The handbook describes the operational policies of the center. When or if there is a policy change, then parents will be notified. Parents are encouraged to contact the director by phone or e-mail on setting a time to meet with the director to discuss any questions or concerns regarding any policies or procedures of Tiger Learning Center.

In addition, and as part of the enrollment, parents must provide an **annual health statement** from a health care provider indicating that the child is physically able to take part in the child care program; this includes, but is not limited to, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use. The physical must be updated annually as it expires. We must also have on file, **a current immunization record**. This record has to be updated as the child receives his immunizations. The record can be faxed or brought in to the director.

Registration Fee

There is a \$100.00 non-refundable registration fee which is due upon registering your child each year. This fee holds placement on the wait list, and will be applied as the registration fee once the child is enrolled. This fee is applied toward the monthly tuition. Requests for registration refunds for extenuating circumstances will be reviewed on a case by case basis. Requests will be tracked internally to ensure consistency.

Wait List

The Tiger Learning Center will enroll the maximum number of children in each age group and, then begin a wait list. All applications that we receive are date and time recorded. This is done to make certain and keep an account of who is next in line on the waitlist. The staff cannot determine exactly how long that wait might be. The center director will monitor the wait list and contact the next person on the list as space becomes available.

Tuition

The charge for childcare services per child is \$25 per day for the first child. Sibling tuition is \$20 per day.

These amounts are payroll deducted over a twelve-month period (July – June) of each year. If a child enrolls after the beginning of the academic calendar, child care fees will be prorated for that first month of enrollment and will be based on the child's first day at the center. Late enrollees' (December and after) payroll deduction will begin the same month that the child enrolls.

The district does not credit any portion of the tuition in cases of absence due to illness, vacation or any other reasons. The full monthly tuition will be charged.

If your tuition is paid monthly by a method other than payroll deduction, payment is due on the first business day of the month. Late payments and returned payments will be charged a \$25 fee. If payment is not received one week after due date, your child may not return to the center until payment is complete. This situation must be handled by the administrators on a case by case basis.

Late Pick-up Charges

Parents who pick up their child after the 5:00pm closing time will be charged late fees. The time will be determined according to universal cell phone time at a rate of \$1.00 per minute. Your child will not be allowed back into the classroom until the late fees are paid. In the event of an emergency, which prevents a parent from picking up their child on time, we recommend that you use one of your contact pick up persons in order to avoid late fees.

Dress Code

Please dress your child appropriately for school activities. Children will be involved in activities that can be considered “messy”, but are conducive to learning. We do not want your child to worry about his clothing when participating in these developmentally appropriate activities: painting, water play, outdoor play, etc. Caregivers will provide smocks or large shirts, but occasionally clothing may still become soiled.

Our center’s preference for children’s footwear is sneakers (tennis shoes). Sneakers provide a safer play. Boots, hard-soled shoes, flip-flops and sandals are dangerous when using outdoor play equipment.

Also, children play outdoors at least two times each day. Therefore, it is necessary for them to be dressed appropriate for seasonal weather changes. In the spring and summer months, shorts and comfortable tops are encouraged. In winter, children should have jackets or coats, caps, and gloves that are labeled with their name.

Each child will need to provide an extra set of clothing for his classroom in the event of an accident. Along with shirts, blouses and pants, these should include underwear, socks and shoes. Please replace extra clothing when it is used, and seasonally. All items should be in a bag or container marked with the child’s name.

Child’s Attendance

Parents should call the designated number by 8:30 a.m. if their child will be absent. If a child will be coming in late and needs to be included for lunch, the parent must call the center by 8:30 a.m. so that staff can report the correct lunch count.

Arrival and Departure

The transition period from home to school is an important time of the day, so please allow a few extra moments to help start the child’s day. Transitioning a child into the classroom will be easier if ample time is allowed to put away coats or supplies, sign in and say ‘good bye’ without rushing. Departures at the end of the day need equal attention. Be sure to check the child’s cubby for important announcements, artwork, soiled clothing and other items that need to go home.

Upon arrival in the classroom, the sign in/out sheets must be completed and information shared with the caregiver to help in planning the child’s day. It is important to complete the sign in/out sheets because staff members use these sheets to double-check daily attendance in the event of an emergency.

For safety and security reasons, staff will limit the number of people walking through the infant and toddler classrooms. Younger children are sometimes frightened by a lot of activity or too many people in a classroom. Also, staff must be very careful that small children who play on the floor are not accidentally stepped on or injured by other children and adults.

Parents with more than one child enrolled should first take the oldest child to their classroom and then take the youngest child to his classroom. In the afternoons, first collect the youngest child, then, go to the oldest child's classroom.

Older siblings may not be left unattended outside the classroom while parents take infants and toddlers into their rooms. This means that you cannot leave other children in the car when picking up your younger children. This is a direct violation of Texas Minimum Standard Rules for Day Care Centers.

Also during arrival, staff will complete a quick visual health check of the child, with the parent. If there are any issues or concerns, then a health check form will be completed and initialed by the parent. If the parent knows of any bruises, injuries or other concerns prior to coming in that day, then that information should be disclosed during this health check.

It is important, at this time, to let your child's teacher know if there are any concerns, bumps, or bruises occurring with the child. This will allow the teacher to document these items on the child's health check.

Release of Children Procedure

Parents are to designate on the *Enrollment Form* contact persons who are allowed to pick up their child. The caregiver will not release a child to anyone other than the parent or the designate on the *Enrollment Form*. Parents should make sure their lists are always up to date, and, also notify the child's caregiver of any changes in writing.

A *Child Release Form* must be completed before staff will release a child to anyone other than parents or legal guardians. Anyone sent to pick up a child must be on the list and will be required to show a driver's license or a state issued photo identification. If deemed necessary, the caregiver may take additional steps to verify an identity by calling parents at the time of pick up for additional information before releasing the child.

A copy of the identification will be kept along with the completed *Child Release Form*. If the caregiver recognizes the person as someone who regularly picks up, then only *Child Release Form* will need to be completed.

Curriculum

Providing a well-balanced, child-centered approach to curriculum development will be a priority of this program. The curriculum approach will have a strong emphasis on language and literacy development. Planning will be derived from teacher's observations of children, developmentally appropriate practices, and informed understanding of sound early childhood theory. A healthy balance between child-directed and teacher-directed activities will be accomplished in the following ways:

- Using developmentally appropriate practice as a guide, the child care staff will monitor and select activities according to the ages and abilities of the children within a group.
- Strong phonemic awareness and preparation for reading and writing readiness will be evidenced in activities that promote singing, rhyming, finger plays, proper use of language and communication skills, magnetic letters, creative storytelling and story invention, use of puppetry, big books and other opportunities that promote creative thinking processes and encourage children to explore their own language abilities.
- Development of math concepts and emerging math skills such as sorting, ordering, counting, use of manipulative, labeling, classifying, measuring, pouring and estimating will be included in daily planning.
- The child development center will routinely include activities that foster appreciation for the fine arts with activities that encourage children to express themselves physically and artistically, represent feeling and ideas, and acquire fundamental concepts and skills achieved through art appreciation, music and movement.
- Emphasis will be placed on social and emotional development as it relates to helping children learn socially acceptable behaviors and strong interpersonal skills to support friendships, self-esteem, positive, self-worth and develop a comprehensive understanding of how to work in small groups and independently.
- Planning will include opportunities for sensory and motor experiences such as sand and water play, dancing, movement and rhythm activities, play dough, cooking, woodworking and other hands-on-activities.

Assessment of children's learning is essential to appropriate planning. Observing, recording and documenting children's successes and areas for growth will be the basis for a variety of education decisions that affect planning for groups as well as for individual children. The child development staff will meet with parents to discuss children's individual milestones achieved and to set goals for continued success.

Parent Bulletin Board

The bulletin boards inside each classroom are designated for parent communications. Parents are encouraged to read the information posted on the bulletin board. The bulletin board inside the Tiger Learning Center will include copies of reports on the most recent inspections including licensing.

Parents are responsible for checking daily notices. Notes from caregivers or the director, newsletters, information about upcoming events, etc. will be given to the parent by the child's caregiver.

Toys and Other Items from Home

The center has provided age appropriate developmental toys and supplies for your children. ***Children should not bring toys, money or other items from home.*** This policy prevents hurt feelings and lost or broken belongings. If a child is in a classroom with a regular Show-n-Tell time, the teacher will set guidelines as to what sort of items may be brought and how they will be handled in the classroom.

Meals and Snacks

Proper nutrition is a big part of a child's day. Healthy snacks and meals are provided each day. It is the center's policy to encourage children to learn to eat properly and to try new foods. Children will not be forced to eat anything they do not like. ***All meals served must meet the guidelines of the CACFP program.***

If a child is on a special diet, he will need a physician's statement that will be placed in the child's file. For any special dietary requirements, please bring in documentation from a health care provider and speak directly to the center director. The district food service program will, also, need a copy of any documentation of food allergies. This is a requirement.

Breakfast will be served around 7:30am – 8:00am. A hot lunch is served daily from 11:30am – 12:00pm, and the afternoon snack is between 2:30pm – 3:00pm, after naptime.

Your monthly tuition includes these meals for children capable of eating "table" food, and formula and/or appropriate baby food for infants. Parents may bring breast milk that is labeled and in appropriate containers for storage. Breastfeeding on site is available for your convenience. All menus can be accessed on our webpage or you can find it posted on the bulletin board.

Naps

Children of preschool age usually require short rests during the day to keep up their energy level. After lunch is the official naptime. Children are not required to sleep, but they are required to remain quietly on their mats. Mats are furnished. However, children are permitted to bring two sets of covers for the mat provided for naps, along with any other nap accessories, such as a pillow and blanket. One mat covering and accessories will be taken home each Friday for washing and are to be returned the following Monday. The extra set of nap covering will be kept at the center for possible accidents, or if the parent forgets to return the set that was sent home. Naptime supplies are due on the first day that the child attends the Tiger Learning Center.

Infant Care (Under 12 Months)

- Parents of children under eighteen months should note the following:
- If a child takes a bottle, all bottles will be clearly marked with the child's name.
- Nursing mothers are welcome to come and feed their child at any time and are encouraged to provide breast milk, daily, for the child while in our care.
- Several changes of clothing must be provided. This should include socks and shoes. Wet or soiled clothing will be returned to the parent in a plastic bag at the end of the day. Due to health department regulations, staff must send soiled clothing home as is; staff are not allowed to rinse out or clean soiled garments.
- Comfort items such as a pacifier must be labeled for identification and must be provided by the parent.
- All infants will be allowed to play and explore outdoors each day, providing the temperature is safe for this activity (see weather/temperature guide). Please make sure appropriate clothing such as shoes are provided; caps and sweaters are needed in cool weather.
- Infants who are not walking will be provided with a crib. Walking infants may use a mat; parents may provide sheets and any accessories as listed under the Nap section of this document.
- Infant and toddler age children will receive a daily report on information about their day. This will give parents a better view of how their child's day went, and provide some knowledge of what has transpired during the hours they were in the care.

Biting Policy

Biting is a normal stage of development that many young children experience; and is due to various reasons independent of each child. The caregiver's role is to evaluate the classroom environment, supervise each child's behavior patterns closely, and keep open lines of communication with the parents concerning this behavior. Although, we will partner up with the child's parent to work as a team in finding an approach for this undesired behavior, if within the designated agreed upon timeframe, we are unable to rectify the situation we will need to consider terminating child care services. It is our responsibility to make sure all children in care are safe and protected.

Although, each situation will be evaluated individually, based on the age and extenuating circumstances the child is experiencing, our basic plan of action to minimize biting will be as follows:

- Discuss the biting policy during enrollment and provide the written policy to all families
- Chart every occurrence, including attempted bites (which is an intercepted bite), the location, the time, the behaviors precedent to, the staff present and the conditions of the environment
- Notify the parents in the involved classroom that there is a biting issue and the procedures to be followed
- Shadow the child who bites (although, there are occasions throughout the day that limits staff to monitor every movement of the child)
- Provide reading materials, when needed and/or requested by the parent
- Meet with the parents of the child who bites to develop a strategy to be enforced by both parties and write a plan of action
- Consider an early transition of child "stuck" in biting pattern, if availability of room allows
- Prepare the parents of the child who bites for the possibility of removal from child care services
- Our policy for termination consideration is as follows:
 - If your child bites two times on any one day, then the child who bites will be sent home for the remainder of that day
 - If any time the skin is broken due to a bite, then the child who bites will be sent home immediately
 - If the biting continues and is severe enough to warrant the child to be sent home several times a week or is adding undue stress on the other children or the environment, it may be necessary to terminate child care services: temporarily or permanently. This is not an action that the Tiger Learning Center desires, but a last resort to the solution.

Potty Learning Policy

It is the parent's responsibility to teach their child to potty. We are here to assist you with that process during your working hours. We will assist children who are ready.

Learning to use the potty is a big step in the child's development. When he is ready to begin this step, let the caregiver know that you are beginning this process. A child displays readiness for potty learning in many ways:

- a clean diaper two or more hours,
- attempts to tell you that he wants to go potty,
- wants to wear underwear,
- or wakes up with a clean diaper from a nap

Your child's caregiver can provide learning material for you, such as "**Potty Learning**" to assist you in the process when the child displays readiness. We ask that the parent initiate the learning at home and inform the caregiver when to start assisting with learning. The parent will be required to provide many potty learning pants each week for the caregiver to successfully assist with the process. We prefer learning underwear, instead of "pull-ups". The child will have more difficult time learning with diaper-like learning pants (pull-ups). Most children associate the pull-ups as diapers and will feel okay to continue use these products as a diaper. With the potty learning underwear the children will actually feel the sensation of an accident and will be more apt to use the potty.

"Potty Learning" guideline will assist the parent in determining:

- when to request your child's caregiver to assist with the learning,
- factors that will delay potty learning,
- the process that we will use for early learners,
- and reasons to postpone the learning

Although these are general guidelines that we recommend, we (staff and parents) will determine on a case by case basis.

Please note: All children entering the Three Year Olds and the Four Year Old classes must be potty-learned.

The Tiger Learning Center will not enroll children into the Three Year Olds or Four Year classrooms, who are not potty-learned. If a child is found to be not potty-learned after enrollment, we will withdraw the child for one month or until that development has been accomplished by the child. Your payroll deduction will be stopped until the child is reinstated. This process will continue until the child is found to be completely learned.

Our definition of potty-learned is the child goes to the potty throughout the day; the child can nap without pull-ups or diapers and remain accident free during the nap. The child has infrequent accidents.

Health

Our goal is to keep all of our children as healthy and injury free as possible. However, when a child is ill, he will be isolated from the other children and allowed to rest on a mat or in their crib until the parent arrives. The caregiver, director, or RISD nurse will make the decision to send a child home. Center staff is concerned about the ill child’s health as well as the health of the other children. So, all children are required to be picked up within the hour of notification of illness.

This is not a complete list of illnesses where a child must be excluded from the program. You may view a complete list in your child’s classroom.

Illness	Exclusion
Fever	For any temperature of 100 or above, a child will be sent home. The school nurse, teacher, or director is responsible for taking temperatures. The child may return to school 24 hours after his/her temperature has returned to normal and fever-reducing medications have not been given.
Vomiting	If nausea and vomiting occur, the child will be sent home. When the child has been free of vomiting for 24 hours, he/she may return to school.
Diarrhea	If a child has two loose, watery stools, he/she will be sent home. When the child has been free of diarrhea for 24 hours, he/she may return to school.
Chicken Pox	Children should remain home for one week after eruptions appears. Lesions must be dry before the child returns.
Infected Eye	Children with an infected eye(s) must remain home until signs and systems disappear or they are released by a physician. Children must be on medication for 24 hours before returning to school.
Strep Throat	Children with strep throat must have a certificate from a physician stating the child is being treated and may return to school. The child must be on medication for minimum of 24 hours and free from fever for 24 hours, before returning to school.
Pediculosis (head lice & nits)	Children with pediculosis, after being treated and nits removed, may return to school.

Return from Illness

A Child May Return to the Center

- 24 hours after temperature has returned to normal without the use of fever reducing medication.
- 24 hours after antibiotic treatment.
- When the child has been free of diarrhea and vomiting for at least 24 hours.

As an extra precaution for the safety and health of all children: When a child has been excluded from TLH for that day due to any illness, he (she) cannot return back that same day, regardless of a physician's statement or not. The Tiger Learning Center will do all that it can to go beyond the minimum standards for the health of all the children and to prevent the recurrence and revolving spread of illness among the children and staff.

When the child has been absent for three (3) or more consecutive days due to illness, a note from a physician is required for readmission.

Some communicable diseases (see list in Minimum Standard Rules at <http://www.dfps.state.tx.us/>) must be reported to public health authorities so that control measures can be implemented. Notify the center director when it is determined that a child has a reportable disease, such as chicken pox.

When contagious illnesses, such as flu, chicken pox, etc. appear in a classroom, notices will be posted on the classroom bulletin board and/or a broadcast email may be sent to all parents.

Medications

Prescription medications:

1. Your child's medication must be brought in the original prescription bottle by a registered pharmacist as prescribed by law. The label must include the child's full name, and label directions on how to administer.
2. Parent must complete **Permission to Administer Medicine form** for the caregiver to administer medication to the child. The parent or legal guardian must sign the request (state the child's first and last name and the name of the medicine).

Prescription medications must have current dates. Pharmacies will usually make a "school" bottle if requested (this will eliminate having to transport medicine each day). Prescription labels must be in English.

Nonprescription medications:

1. **Medication must be sent in original bottle or container indicating specific dosage and is age appropriate.**
2. Complete and sign a Permission to Administer Medicine form.

3. Please do not keep medications of any kind (even Tylenol) in backpacks or diaper bags, as these sometimes are accessible to children.

According to Minimum Standard Rules, **the center cannot administer over-the-counter medications unless they are “age appropriate” and a specific dosage of the child’s age group is indicated on the label.** When a label indicates, “under 2, age 6, etc., consult a physician,” the center will need a statement from the physician, to place in the child’s files, authorizing use of the over-the-counter medication. The physician must be specific on the medications the child may be given, and this information will need to be periodically updated as the child’s weight/age changes. The over-the-counter medication must have the child’s name, age, and recommended dosage written on the container.

These rules must be followed in order for staff to administer medication. If the child gets medication only two times per day, please give the medication at home.

Regarding Tylenol and other fever-and pain-reducing medications, medical resources state, if a child is well enough to be in child care there would be few reasons to administer these types of drugs. Analgesics can mask symptoms of illness and limit the staff’s ability to monitor the actual health of the child; they may also interfere with the body’s ability to fight off an infection.

Immunizations

Each child’s immunizations must be current for enrollment and kept up to date throughout the year. State law requires all children entering childcare facilities to be current on all vaccinations. ***Tuberculosis Screening may be required if your student meets state criteria for warranting a Tuberculosis Screen.*** Medical exemptions or exemptions for reason of conscience must be on file per state law. Records will be reviewed periodically throughout the year to maintain compliance. The complete list of immunizations required by the Texas Department of Health is available on their website. www.tdh.state.tx.us/immunize

Vision and Hearing Screening Requirements

The Tiger Learning Center is required to abide by the vision and hearing screening requirements set forth by the Texas Department of Family and Protective Services. The guidelines require a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center:

First-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted on year prior to enrollment.

The Tiger Learning Center will conduct the screening. The results from these screenings will be forwarded, as required, to the Texas Dept. of Health. For specifics on vision and hearing screenings you may access the information on the Internet at www.tdh.state.tx.us/

Birthdays

Individual birthday celebrations are encouraged! We have designated snack time as the time of day to celebrate your child. If parents wish to provide party favors, please let the teacher know at least one week in advance.

Field Trips/Transportation

The Tiger Learning Center will not be participating in field trips off site nor will the Tiger Learning Center provide transportation for the enrolled students.

Animals/Water Activities

Animals and water activities will be a rare occurrence if at all at the Tiger Learning Center. Your permission to allow your student to participate is located on the enrollment form. If these activities are conducted, they will follow the guidelines set forth by the Department of Family and Protective Services in sections Subchapter S, 746.3901, and Subchapter V, 746.5001 of the Minimum Standard Rules at <http://www.dfps.state.tx.us/>.

Parental Notifications

General notifications and information for parents may be made on the bulletin board, through email, by postal mail, by phone, or through hand-delivered exchange at the Tiger Learning Center.

Grievances

The Tiger Learning Center strives to provide the safest and highest quality of care for all students. The TLC welcomes open communication at all times. For any concerns, please contact the teacher, the administrators, or the Department of Family and Protective Services. We appreciate the opportunity to resolve any concerns/issues and to welcome your feedback.

Withdrawal from Center

- A two-week notice is required prior to withdrawing a child.
- If a child withdraws from the child care program prior to the end of the academic calendar, the last month of enrollment will be prorated provided two week's written notice has been given.

Tiger Learning Center Parent Contract



Please print the information below and place your signature at the bottom of the contract.

I, _____, parent of _____, have received and read a copy of the Tiger Learning Center Parent Handbook which contains the guidelines and policies of the TLC. I agree to abide by the stated regulations within this handbook. Policies and guidelines are subject to change by the Tiger Learning Center at any time. Parents will be notified of the changes in a timely manner. Parents of enrolled students are welcome to request additional copies of the TLC policies and guidelines at any time. I acknowledge that the Tiger Learning Center reserves the right to dismiss an enrolled student for noncompliance to the defined policies and guidelines. The Tiger Learning Center does not discriminate against students based on race, religion, ethnicity, gender, or national origin.

Parent Signature

Date

TLC Administrator/Director Signature

Date